

Agenda Item Form

Agenda Date: 04/27/04

Districts Affected: N/A

Dept. Head/Contact Information: Financial & Administrative Services, Bill Chapman, (915) 541-4011

Type of Agenda Item:

- | | | |
|---|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contract</u> | | |

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Contract renewal for Grant Writer, Chris A. Cummings.

Contract renewal for Grants Administrator, Sheila Elias.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and Benefits

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

2004 APR 22 AM 10 20
CITY CLERK DEPARTMENT

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **SHEILA ELIAS**, to assist the Financial and Administrative Services Department as a Grants Administrator at a biweekly rate of \$1,923.08 for 40 hours per week. The term of the contract shall be for the period of May 8, 2004 through May 7, 2005.

APPROVED this 27th day of April, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **SHEILA ELIAS**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Financial and Administrative Services Department, desires to employ the Employee as a Grants Administrator; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Financial and Administrative Services Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about May 8, 2004 and be completed by May 7, 2005.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of One Thousand Nine Hundred Twenty Three and 08/100 Dollars (\$1,923.08). The employee shall work a minimum of forty (40) hours per week. Employee is classified as exempt under the FLSA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not

currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Financial and Administrative Services Department, City and County of

El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Financial and Administrative Services Department
Attn: Deputy CAO/CFO
#2 Civic Center Plaza, 9th floor
El Paso, Texas 79901

EMPLOYEE: Sheila Elias

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 27th day of April, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Sheila Elias
SSN:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

William A. Chapman, Deputy CAO and
Chief Financial Officer

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: _____, Secretary
Date: 4/22/04

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

GRANTS ADMINISTRATOR

(EL PASO CONTRACT POSITION)

Summary

Under general direction, research, develop and submit grantor similar funding requests to private and governmental sources for City projects and programs.

Typical Duties

Participate in planning and developing grant proposals or similar funding requests to obtain additional funding. Involves: Independently investigate research and develop funding opportunities from private, local, state and federal sources and determine whether requirements for applying for funds are met. Confer with personnel affected by proposed programs to establish objectives and develop plans to implement, outline how funds are to be used, discuss program requirements and explain procedures necessary to obtain funding. Assist in resolving issues and conflicts with funding agencies. Create and implement opportunities to involve potential corporate and foundation donors. Participate in cooperative projects between the department and other organizations. Meet with representatives of funding sources to work out final details of proposal. Facilitate City-led community collaboratives in response to various proposals.

Write grant proposals and participate in monitoring programs and projects. Involves: Compile and analyze data related to proposed projects. Submit applications to funding agencies or foundations upon approval of City Council. Observe and evaluate program activities and recommend changes as appropriate. Prepare or assist department personnel to prepare periodic reports to comply with grant requirements. Manage grant budgets. Authorize and initiate payments for services in accordance with contract provisions. Maintain records related to grant funded programs.

Perform other duties as required. Involves: Substitute, if assigned, for coworkers during temporary absences by performing specified duties and responsibilities sufficient to maintain continuity to normal operations. Research and prepare promotional or other program material. Keep abreast of current developments in the field.

Minimum Qualifications

Training and Experience: Equivalent to a combination of an accredited Bachelor's degree in Business Administration, English, or a related field, plus three (3) years of professional experience writing, developing or administering contracts or grants, including preparation of grant applications, contracts or similar documents.

Sheila Elias

[REDACTED]
[REDACTED]
[REDACTED]

Education

Bachelors of Art in Business Marketing, 1986
University of Texas at El Paso
El Paso, Texas

Professional Experience

City of El Paso – Grants Department
El Paso, Texas
2002- Present

Grants Administrator – Research, develop, write and submit grant proposals to federal, state and private foundation funding sources. Research grant availability and requirements as requested by the Mayor, City departments, and City collaborative partners. Serve as a resource for City grant writing activities and provide feedback on grant processes and grant issues. Communicate with funding agencies representative in order to assure a successful proposal. Assist in resolving issues with funding agencies. Establish grant proposal teams and identify requirements of a RFP (request for proposal) are met. Establish a working relationship with potential corporate and foundation donors. Participate in cooperative projects between City departments and other organizations. Facilitate City-led community collaboratives in response to various proposals. Establish a timeline for all grant proposal activities and ensure their timely production and submission. Assist department personnel to establish grant objectives and develop plans to implement, outline how funds are to be used, discuss program requirements and explain procedure necessary to obtain funding, and develop grant budgets. Evaluate program activities and provide recommendations to produce a competitive proposal. Research, compile and analyze data related to proposed project and maintain grant related records. As requested, assist department personnel to prepare reports and research and prepare promotional or other program material. Perform duties as assigned and substitute for co-workers during temporary absences by performing specified duties and responsibilities to maintain normal operations. Keep abreast on current developments in the field.

Texas Tech University Health Sciences Center
El Paso, Texas
1999-2002

Senior Director – Responsible for all administration duties for the Colorectal Cancer Screening Program. Research, develop, write and submit grants to federal, state and private foundation funding sources. Responsible for the financial security of the project and all budget and budget related activities. Served as the principal liaison between the Project and all granting agencies. Assured compliance with Texas Tech and granting agencies standards, as established through guidelines and contracts. Maintained all data and reports to assure successful monitoring visits from granting agencies. Determined the Projects short and long-range strategic goals. Was responsible for negotiating and executing contracts for the Project in compliance with Texas Tech Policies and Procedures. Represented the project at all local, state and national meetings and conferences. Maintained current written policies and procedures for the project and assured HIPPA compliance. Prepared the timely submission of mandatory reports to all funding sources and assured a successful working relationship with them. Accountable for selecting, supervising and evaluating staff members and nurse assistants. Recruited and attained all Project volunteers striving to ensure that their project experience was fulfilling and rewarding. Maintained all records regarding volunteer hours in order to provide feedback to granting agencies upon request. Responsible for the development of all promotional products and activities to include media, signs, videos, bags, t-shirts, while assuring all institution policies and procedures were followed. Purchased all supplies and equipment for the project in accordance with the State's policies and procedures concerning vendor selection. Responsible for acquiring donated products and services in order to free budget monies for other project expenses. Was solely responsible for developing Project forms and assured their compliance.

Mobile Talk
El Paso, Texas
1995-1999

General Sales Manager – General management of Mobile Talk. Managed sales staff and conducted all sales meetings. Marketed and packaged all communication products. Assisted in closing large sales with sales agents. Handled customer service issues and assured a positive outcome for both the company and the customer. Solely responsible for accounts payables and receivables and large daily deposits.

Raymond E. Schwartz, CPA
El Paso, Texas
1992-1995

Office Manager – All office management operations. Solely responsible for customer billing and processing daily deposits. Assured all company books were balanced. Responsible for accounts payables and receivables and several clients' payroll and monthly write-up work, including quarterly reports.

Great American Opportunities
Nashville, Tennessee
1989-1992

Sales Representative – Promoted fundraisers for the Southwest region of the United States. Made daily sales calls and reports and kept a product inventory. Gave promotional speeches to both large and small groups.

Additional professional experience prior to 1989 is available upon request.

Accomplishments, Memberships & Community Service

- * Developed the grant proposal for the El Paso Veterans Nursing Home (\$13.8 million).
- * Steering Committee member – Colorectal Cancer Screening Program -1999-2002
- * Steering Committee Member – Cancer and Chronic Disease Consortium of El Paso -2001
- * Presented a grant writing, fundraising and motivational presentation at the Texas Cancer Council's Annual Project Directors Meeting in Austin, Texas. The presentation was given to Project Directors from across the State.
- * Served as a panel member for the Texas Cancer Council (TCC) and the Texas Department of Health (TDH), in Austin. Members were chosen for their experience and expertise regarding grant writing, fundraising, project development and project collaboration. Panel members worked closely with an advertising firm, representing the TCC and TDH, to develop a resource information manual that is provided to cancer programs throughout the State.
- * Current Member of the Junior League of El Paso
- * Current Member of the St. George Church Ways and Means Committee
- * Current Member of the St. George Church Gala Committee
- * Chi Omega Sorority Secretary - 1988
- * Chi Omega Sorority Pledge Class Treasurer - 1986
- * Block Chairman for the American Heart Association

References are available upon request.